



CourtLink[®] eFile

QUICK GUIDE: MULTI-CASE FILING

The Multi-Case Filing Quick Guide provides a convenient source of information to help you efficiently file and serve your documents into more than one case.

Quick Tips Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using CourtLink® eFile to ensure you are in compliance with local requirements. Copies of the Rules can be found at **www.lexisnexus.com/courtlink** under **Courts Online/CourtLink eFile** or within the CourtLink eFile application under **Support**. Not all courts allow documents to be filed into multiple cases.
2. **Help** is available on the top right of the screen. When on any page of myCases, File & Serve, and Search Filings, click on that page to access Help.
3. Check our system requirements on **www.lexisnexus.com/courtlink** to be sure your computer is correctly configured for using CourtLink eFile.
4. CourtLink eFile is divided into 3 separate areas. Become familiar with the functions of the 3 main areas to help you navigate through the application:
 - File & Serve:** To **send** documents to the court
 - File room:** To **retrieve** documents and new service information
 - Information Desk:** To **maintain** personal, firm and case status information
5. All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.
6. Hyperlinks take you to additional information – don't forget to use them!
7. When running searches, less is more. Only enter partial information to get the most results.
8. The fastest way to access a filing is with a Filing ID.
9. When using CourtLink eFile for the first time, or if you need assistance, call our Customer Support team at 1-888-529-7587.

How to Sign On to CourtLink eFile

1. Before using CourtLink eFile, you must have a user name and password. If you do not have these, contact our Customer Service.
2. Using Microsoft® Internet Explorer or Netscape® Navigator®, open your browser and go to **www.lexisnexus.com/courtlink**.
3. When the home page appears, Click **Logon** under CourtLink eFile. The CourtLink eFile *Log on* page appears.
4. Enter your assigned user name and password and click **Submit**. myCases will open.

File & Serve: Start Filing

There are 6 easy steps to submitting documents using CourtLink eFile. Each of these steps is detailed in this Quick Guide:

1. **Start Filing** - Allows you to select a case or cases to file into.
2. **Documents** - Lets you select the type of document you are filing and attach your documents.
3. **Filing Parties** - Allows you to select the client for which you are filing.
4. **Service/Notice** - Allows you to select the recipients of the document you are filing.
5. **Additional Recipients** - Lets you add any other recipients for the document.
6. **Review & Submit** - This is where you review your work and submit to the court.

The screenshot displays the LexisNexis eFile 'File & Serve' interface. The top navigation bar includes 'Log off', 'Help', and a user profile for 'Paul Paralegal' at 'Mock Defense Firm'. The main heading is 'file & serve' with a 'Start Filing' tab. Below this, the 'Select Court and/or Case for Filing' section offers three radio button options: 'File in an existing case', 'File in a new case', and 'File in multiple cases'. The 'File in multiple cases' option is selected. The interface includes a sidebar with links to 'myCases', 'Search Filings', 'Build Reports', 'information desk', and 'Support'. The main content area contains a 'file room' section with a 'Find' button and a 'View Case Groups' button. Below this, there are input fields for 'Court' (Baltimore City Circuit Court), 'Case Class' (Civil), 'Case Name', and 'Case Number'. A 'Find' button is also present.

FILING ELECTRONICALLY INTO AN EXISTING CASE

1. To begin the filing process, click **File & Serve**. The *Start Filing* tab appears.
2. To **File in multiple cases**, click the radio button titled *File in multiple cases*.
3. From the drop down menu, select the court in which you choose to file, click **Find**.
4. Cases available for filing will appear in the list below.
5. To select cases, click the box to the left of the desired case number. (Please note that you must choose at least two (2) cases from this list before you can begin your filing.)
6. Click **Begin Filing**, located at the bottom of the page to continue.

–Or –

LexisNexis CourtLink eFile file & serve Log off Help User: Paul Paralegal Mock Defense Firm

TIME: 11:57 PM ET Start Filing

File & Serve Select Court and/or Case for Filing

☐ File in an existing case ☐ File in a new case ☒ File in multiple cases

To narrow the list below, select a court and/or enter the county and click Find.

Court: Baltimore City Circuit Court Case Class: Civil Case Name: Case Number: 24X00000010

Find View Case Groups ?

1 through 1 of 1

To select a case for filing, click ☒ beside the case.

<input type="checkbox"/>	Case Number	Case Name	Case Type	Case Class	State	Court
<input checked="" type="checkbox"/>	24X00000010	Jacque, Gerald et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court

1 through 1 of 1

Support

1. To select a specific case, type a portion of the **Case Name** or **Case Number** in the spaces provided, click **Find**. (To narrow your search by “party”, “attorney”, “firm” or “judge”, click the **Advanced Search** button, complete the search criteria data, then click **Find**.)
2. To select a case, click the box to the left of the desired case number.
3. To add more cases, repeat steps 1 & 2.
4. Removing all search criteria and clicking the **Find** button will allow you to view case selections.
5. You may edit your selections by selecting or deselecting the chosen cases.
6. Click **Begin Filing**, located at the bottom of the page to continue.

LexisNexis CourtLink eFile file & serve Log off Help User: Paul Paralegal Mock Defense Firm

TIME: 10:30 PM ET Start Filing

File & Serve Select Court and/or Case for Filing

☐ File in an existing case ☐ File in a new case ☒ File in multiple cases

To narrow the list below, select a court and/or enter the county and click Find.

Court: Baltimore City Circuit Court Case Class: Civil Case Name: Case Number:

Find View Case Groups ?

1 through 50 of 19190 Next>> Jump to records: (1-50)

To select a case for filing, click ☒ beside the case.

<input type="checkbox"/>	Case Number	Case Name	Case Type	Case Class	State	Court	County
<input type="checkbox"/>	24X00000001	Shelton, Conrad et ux vs Owens Corning Fiberglas Corp	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input checked="" type="checkbox"/>	24X00000002	Wilson, Calvin et ux vs A C and S Inc	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input type="checkbox"/>	24X00000003	Novo, Gabriel et ux vs A C and S Inc	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input checked="" type="checkbox"/>	24X00000005	Allen, Irvin et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input type="checkbox"/>	24X00000006	Andriysiak, Timothy et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input checked="" type="checkbox"/>	24X00000007	Baynes, John et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input checked="" type="checkbox"/>	24X00000009	Allen, Percy et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input checked="" type="checkbox"/>	24X00000010	Jacque, Gerald et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input type="checkbox"/>	24X00000011	Amenta, Sebastian et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input type="checkbox"/>	24X00000012	Barker, Edgar et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	
<input type="checkbox"/>	24X00000013	McLaurin, Eli et al vs A C and S Inc et al	Personal Injury - Asbestos	Civil	MD	Baltimore City Circuit Court	

Begin Filing Create Case Group Case Group #1

CREATING CASE GROUPS

You can save your group selection as a Case Group for future filings. After selecting your cases, type the name of your group in the space provided at the bottom of the page and click **Create Case Group**.

USING CASE GROUPS

To Select a Case Group, click **View Case Groups**. A list of your firm's Case Groups will appear. To select a Case Group for Filing, click the check mark button beside the group name. Once a case group has been created it can be used by all users at the firm.

The screenshot shows the 'File & Serve' section of the CourtLink eFile interface. The 'Select Multiple Cases' section includes a 'Court' dropdown set to 'Baltimore City Circuit Court', a 'Case Name' field, a 'Case Number' field, and buttons for 'Find', 'View Case Groups', and 'F'. The 'Select Court Case Group' section displays a table of available case groups.

Group Name	Creator Organization	Public	Total Cases
<input checked="" type="checkbox"/> 6_20_49	Hamilton & Pasko APC	Yes	2
<input checked="" type="checkbox"/> Admin 2	LewisNeils CourtLink	Yes	18
<input checked="" type="checkbox"/> Admin 2a	LewisNeils CourtLink	Yes	3
<input checked="" type="checkbox"/> Admin's very own group	LewisNeils CourtLink	Yes	6
<input checked="" type="checkbox"/> Clerk notices	Baltimore City Circuit Court	Yes	12
<input checked="" type="checkbox"/> Deveres 2nd test	LewisNeils CourtLink	Yes	2
<input checked="" type="checkbox"/> Deveres Test	LewisNeils CourtLink	Yes	4
<input checked="" type="checkbox"/> Deveres Tests	LewisNeils CourtLink	Yes	2
<input checked="" type="checkbox"/> Group #1	Mock Defense Firm	No	4
<input checked="" type="checkbox"/> MF Group	MF PPHH	Yes	12
<input checked="" type="checkbox"/> Public group by firm user	Parler & Parler	Yes	14
<input checked="" type="checkbox"/> Test	Baltimore City Circuit Court	Yes	9

Buttons at the bottom include 'Begin Filing' and 'Create Case Group'.

File & Serve: Documents

The screenshot shows the 'Attach Documents' section of the CourtLink eFile interface. It includes a 'Type' dropdown set to 'Exhibits', a 'File' field with a 'Browse...' button, and a 'Title' field containing 'Exhibit A to Motion to'. The 'Access' dropdown is set to 'Public', and the 'Attach Document' button is highlighted. Below this is an 'Attached Documents List' table.

Link	Document ID	Document Title	Main/Supporting	Filing Type	Conversion Status	Access Type	Remove
	587639	Defendants Original Answer	Main	Answer	Converted	Public	
	587640	Defendants Motion To Denies	Main	Motion to denies	Converting	Public	

SELECTING DOCUMENTS TO FILE

1. To select the filing type of your document, select it from the drop down menu entitled **Type**.
2. To attach your filing document to the CourtLink eFile system, click the **Browse** button in the **File** section, this will cause a dialog box to open and from there you can locate the file you previously saved to your hard drive or network.
3. Enter a title for your document in the **Title** field. The title must comply with local rules for electronic filing and must not contain any punctuation.
4. You will next need to select an Access type for your filing - Public or Sealed:
 - Public:** The document is a publicly-filed instrument.
 - Sealed:** The system only places a placeholder in the CourtLink eFile docket. You must deliver the actual document in hard copy to the court. (Please check the local eFile rules regarding “sealed” documents for specifics.)
5. Click **Attach Document**. The document will appear in the *Attached Documents List*.
6. To add more documents, repeat steps 1-5.
7. When filing supporting documents, use the *Main/Supporting* to reflect the document’s association. In the column by each supporting document, select the document ID for the main document to which it supports.
8. If you need to remove or replace a document, click the corresponding “X” in the **Remove** column.
9. When all documents have been attached and associated, click the **Filing Parties** tab to continue.

File & Serve: Filing Parties

File & Serve Select Filing Parties
 Multi-Case Baltimore City Circuit Court
 To alter the list of Parties, modify the fields below and click Find.

file room
 myCases
 Search Filings
 Build Reports
 information desk
 User Profile
 Firm Profile
 Case Profile
 Support

TIME: 10:27 PM ET Log off Help User: Paul Paralegal Mock Defense Firm

Start Filing Cases Documents Filing Parties Service/Notice Additional Recipients Review & Submit

Filing ID: 529389 Cancel Save

Show Parties View All
 Party Status Active Party Type All
 Party Name
 Find Custom Groups ?

Parties Available for Selection 1 through 28 of 28 Create Custom Group					
<input type="checkbox"/>	Party	Party Type	Party Status	Attorney	Firm
<input type="checkbox"/>	▶ Armstrong World Industries	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Asbestos Claims Management Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Asbestospray Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Borg Warner Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Carlisle Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Consolidated Railway Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Desseaux Corp of North America	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/>	▶ Federal Mogul Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD

SELECTING FILING PARTIES:

1. To select the party or parties you represent in this case place a check in the box by the Party Name in the *Parties Available for Selection* list,
 –Or–
2. You may search for a specific party by typing a portion of the party name in the space provided then click **Find**. You must place a check in the box by the Party Name to select that party.
3. Continue with this process until you have completed the filing parties list.
4. To show your checked selections, remove all search criteria and click **Find**.
5. You may edit your selections by selecting or deselecting the parties.
6. Click the **Service/Notice** tab to continue.

EXPANDING YOUR SELECTIONS

Clicking on the arrow located to the left of the Party Name will expand the party information and specify the original case name and number of that party.

File & Serve Select Filing Parties
Multi-Case: Baltimore City Circuit Court
Filing ID: 529245 Cancel Save

File room: Show Parties View All
Party Status: Active Party Type: All
Find Custom Groups ?

Parties Available for Selection: 1 through 29 of 29 Create Custom Group

Party	Party Type	Party Status	Attorney	Firm
<input type="checkbox"/> Amerasia Hertz Corp	Defendant	Active	No_Answer_on_File	Firm TBD
• 24X00000006 — Andrysiak, Timothy et al vs A C and S Inc et al				
<input type="checkbox"/> Armstrong World Industries	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Asbestos Claims Management Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Asbestosplay Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Borg Warner Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Carlisle Corp	Defendant	Active	No_Answer_on_File	Firm TBD
• 24X00000005 — Allen, Irvin et al vs A C and S Inc et al • 24X000000011 — Amante, Sebastian et al vs A C and S Inc et al • 24X000000005 — Andrysiak, Timothy et al vs A C and S Inc et al • 24X000000007 — Baynes, John et al vs A C and S Inc et al • 24X000000001 — Shelton, Conrad et al vs Owens Corning Fiberglas Corp • 24X000000002 — Wilson, Calvin et al vs A C and S Inc				
<input type="checkbox"/> Consolidated Railway Corp	Defendant	Active	No_Answer_on_File	Firm TBD

CREATING CUSTOM GROUPS IN FILING PARTIES:

You can save your selection as a Custom **Group** for future filings. After selecting your parties, type the name of your group in the space provided; click **Create Custom Group**.

USING CUSTOM GROUPS IN FILING PARTIES:

To use a **Custom Group** click **View Custom Groups**. A list of your Custom Groups will appear. Select the **Custom Group** you wish to use for Filing by clicking the check mark button beside the name.

File & Serve Select Custom Group
Multi-Case: Baltimore City Circuit Court
Filing ID: 529298 Cancel Save

File room: Group Name Owner View View Other Groups Back ?
☒ Bankruptcy Defendants List Paralegal, Paul Party

To select a custom group click on the ☒. The custom group selections will be added to your existing selections. To modify or view click on the group name.

Parties Available for Selection: 1 through 29 of 29 Create Custom Group

Party	Party Type	Party Status	Attorney	Firm
<input type="checkbox"/> Amerasia Hertz Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Armstrong World Industries	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Asbestos Claims Management Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Asbestosplay Corp	Bankrupt Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Borg Warner Corp	Defendant	Active	No_Answer_on_File	Firm TBD
<input type="checkbox"/> Carlisle Corp	Defendant	Active	No_Answer_on_File	Firm TBD

File & Serve: Service/Notice

File & Serve Select Recipients for Service or Notice

TIME: 10:43 PM ET

Start Filing Cases Documents Filing Parties Service/Notice Additional Recipients Review & Submit

File room Show Attorneys View All Custom Groups

Select a delivery option (service or notice) for each attorney you want to add. "Service" is official legal service of the document upon the selected party. "Notice" provides an online notification that the document has been filed. To remove a selected attorney, de-select the delivery option.

Available for Selection: 1 through 50 of 54 [Watch](#) Create Custom Group Service Group #1

Service	Notice	Attorney	Firm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allright, David F.	Allright & Oosterlinck LLC
<input type="checkbox"/>	<input type="checkbox"/>	Allen, David W.	Goodall Services Leach & Dunn LLP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allen, Steven A.	Hodges Ulman Pineda & Katz P.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arnold, John	Goodman Meagher & Enoch
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arnold, Keith	Whitford Taylor & Preston LLP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adridge, Patrick James	Ging & Adridge

SELECTING PARTIES TO RECEIVE SERVE OR NOTICE

1. Use this feature to choose party or parties to whom you want to serve or send a notice of this filing. To choose individually place a check in the corresponding box in the Service or Notice column by the Attorney you wish to service/notice. To select **all**, click the box below service or the box below notice. Continue until all parties you want to serve or notify are selected.

Service: A copy of the document you are filing will be sent to the recipient.

Notice: Only a notice (no documents) stating that you have filed a document(s) will be sent to the recipient. (This option may not comply with your court's rules or procedures for service. Please check with your court's rules.)

2. Click the **Additional Recipients** tab to select additional recipients and continue in the filing process.

-Or-

3. You may click the **Review and Submit** tab to complete the filing without selecting additional recipients.

CREATING CUSTOM GROUPS IN SERVICE/NOTICE

You can save your selection as a Custom **Group** for future filings. After selecting your parties, type the name of your group in the space provided; click **Create Custom Group**.

USING CUSTOM GROUPS IN SERVICE/NOTICE

To use a **Custom Group** click **View Custom Groups**. A list of your Custom Groups will appear. Select the **Custom Group** you wish to use for Filing by clicking the check mark button beside the name

File & Serve: Additional Recipients

SELECTING ADDITIONAL RECIPIENTS

You may choose to add additional recipients to your filing package.

1. The top portion of the page contains a search feature that will allow you to search for specific individuals. Use the search feature to choose from individuals in our CourtLink eFile database. Do this by entering search criteria in at least one of the fields on the upper part of the page and click **Find**. A list of matching individuals appear. The list will include individuals from the CourtLink eFile database (in bold) and from any other source you selected.
2. For each recipient you want to add, select a delivery option (document or notice). If more than one entry appears for an individual, select the entry in bold for more efficient delivery.
3. To verify your selection, click the **View Selections** button.

To write in individuals not found in the search above:

1. Click the **Write-in Recipient** button. The *Write-in Recipients* form appears on the lower part of the page.
 - a. Enter the recipient's full name.
 - b. Select **E-mail** or **Fax**, and provide an address or fax number.
2. Select a delivery option (send documents or notification).
3. Click **Save**. The party is added to the *Additional Recipient* list.

To write in another recipient, repeat steps 1–3.
4. Click the **Review & Submit** tab.

NOTE: LexisNexis™ CourtLink® cannot guarantee delivery if the information you provide is incomplete or incorrect.

File & Serve: Review and Submit

File & Serve Review and Submit

Filing ID: 529344

Filing Party: Paul Paralegal
Mock Defense Firm

Court: Baltimore City Circuit Court

Case Class: Civil

Case Number: Multi-Case

Case Type: Personal Injury - Automobile

Case Name: Multi-Case

Conversion Status	Linked Docs	Filing Type	Document Title	Document ID	Main/Supporting	Access Type	Filing Fee	Pages	Original File
Converted		Motion to Dismiss	Defendants Motion To Dismiss	587906	Main	Public	0	1	
Converted		Answer	Defendants Original Answer	587907	Main	Public	20	1	
Converted		Exhibits	Exhibit A to Motion	587908	587908	Public	0	1	

25 parties below do not have attorney representation and therefore cannot be served via eFile. Service upon any of these parties must be done traditionally.

AUTHORIZING AND SUBMITTING THE FILING

1. Check all information on the filing summary.
2. Make any changes to the filing on the appropriate tab; then return to the *Review and Submit* page.

File & Serve Review and Submit

Filing ID 529344

Complete Your Filing

1. Select an individual to authorize the filing.

Authorizing Attorney:

2. Send this filing to the court? If you select No, the filing will be sent only to your selected recipients.

Yes ☒ No ☐

3. Add billing reference (optional). This reference will appear on your invoice.

4. Choose to file now, or schedule the filing to later release.

☒ Authorize and file now

☐ Authorize and file on

/ / at : PM (mm/dd/yyyy) at (hh:mm)

5. Click **Submit**.

Submit

The parties below do not have attorney representation and therefore cannot be served via eFile. Service upon any of these parties must be done traditionally.

Party Name	Party Type	Status	Name	Title	Organization
Owens Corning Fiberglas Corp	Bankrupt Defendant	Active	No Answer on File	Attorney in Charge	Firm TBD
Asbestospray Corp	Bankrupt Defendant	Active	No Answer on File	Attorney in Charge	Firm TBD
Pittsburgh Corning Corp	Bankrupt Defendant	Active	No Answer on File	Attorney in Charge	Firm TBD

3. From the drop down menu, select the name of the individual authorizing the filing.
4. If you want to serve or deliver documents only, without filing a copy with the court, select **No** on Step 2 (Serve Only).
5. Next, enter any billing information you wish to appear on your invoice.
6. You can choose to authorize and file your documents now, or you may choose to enter a future date and time for the document to be automatically sent.

7. Click **Submit**. The filing will be submitted to the court and/or served or noticed upon your chosen parties.
8. A CourtLink eFiling receipt appears containing your date and time of filing “stamp”. Print a copy for your records.

When filing into multiple cases, you have the option to expand the case name and number to view the original case name and numbers into which you are filing. You may do this by clicking the arrow in **Case Name** or **Case Number** field.

File & Serve: Filing Receipt

A CourtLink eFile receipt appears containing your date and time of filing “stamp”. Print a copy for your records.

Conversion Status	Linked Docs	Filing Type	Document Title	Document ID	Main/Supporting	Access Type	Filing Fee	Pages	Original File
Converted		Motion to Dismiss	Defendants Motion To Dismiss	527606	Main	Public	0	1	
Converted		Answer	Defendants Original Answer	527607	Main	Public	20	1	
Converted		Exhibit	Exhibit A to Motion	527608	527606	Public	0	1	

